



The City of Liverpool College

Director of Management Information Services (MIS) & Funding



Turning disadvantage to advantage.

CANDIDATE INFORMATION PACK

July 2024

www.fea.co.uk/colc-mis/



Welcome

Director of Management Information Services (MIS) & Funding



Dear colleague,

Thank you for your interest in the Director of MIS and Funding role at The City of Liverpool College.

The City of Liverpool College occupies a unique space in the Liverpool City Region. The College is an anchor institution not just for the city, but for the city region, providing an exceptional student experience and outstanding support for all students to succeed and progress. We are recognised for our innovative practice, the strength and breadth of our partnerships, the expertise of our staff, many of whom are dual professionals, and above all the transformational impact we have on the lives of our students.

At the heart of our approach lies a core commitment to turn disadvantage to advantage. It is a golden thread that runs throughout our strategic plan and every aspect of our work. We make a tangible impact in our students' lives, which is reflected in the exceptional outcomes our learners achieve and the successful destinations they progress to.

This is a vital role with a broad strategic influence in our organisation. We are looking for an experienced leader who will thrive in a dynamic, fast-paced environment. The role requires a leader with a proven track record in funding and MIS within the education sector, who can inspire a team and drive change. Working closely with the Executive team, the successful candidate will be responsible for overseeing the strategic direction of funding and management information to inform decision-making, and providing stakeholders with regular, timely and accurate information.

This is an important appointment and to help us to find the right person, we have retained the support of FE Associates. Prior to submitting an application, interested parties are advised to arrange an initial conversation with our lead consultant, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date.

If you feel this is the right opportunity for you and that you have the right skills and experience, I look forward to receiving an application from you.

With best wishes,

Elaine Bowker
Principal and CEO

Job Description

Job title: Director of Management Information Services (MIS) & Funding

Reports to: Deputy Chief Executive

Salary: Competitive

Summary of the Role

The Director of MIS & Funding is a key strategic and high-profile role across the Group and reports into the Deputy Chief Executive.

As an organisation, we recognise the need to take an insight informed approach to all that we do. You will provide strategic direction and leadership in the use of information and data, supporting the achievement of the Group's goals and objectives.

The Director of MIS & Funding will be responsible for providing effective strategic and operational leadership of the Management Information Service (MIS), the Examinations team, Business Intelligence and Business Support teams. The postholder will have overall responsibility for providing accurate and timely reports and information relating to funding and performance data, as well as ensuring timely submission of key statistical and funding returns to relevant agencies.

Building strong relationships with managers across the College is essential to proactively ensure that data and information required by all stakeholders is available on a timely basis.





Key Accountabilities and Responsibilities

- Contribute to, and work as part of the College's Strategic Leadership Team, including providing timely and accurate information to enable effective management decision making.
- Lead and manage the MIS, Business Intelligence, Examinations and Business Support teams ensuring that the teams meet the objectives and priorities of the College and to maintain high levels of professional customer service with regard to student, staff and external customer needs.
- Lead, manage and review systems to ensure the effective collection, analysis of information related to College programmes, learners and accommodation, leading to the production of accurate student records to inform the timely completion of all funding agency returns and use of data in promoting a culture of continuous improvement.
- Use your data management and analytical skills, together with business acumen, to understand needs and objectives and incorporate them into integrated information solutions that will help the organisation improve.
- Contribute to the business planning processes including reporting assisting with strategic planning for curriculum development and financial planning including the responsibility for the planning and modelling systems.
- Provide proactive strategic guidance on MIS issues and the implications of funding and funding changes.
- Ensure data complies with funding and audit guidance and advise where issues arise.
- Ensure statutory data validation processes and returns take place within the timeframes set out by external bodies.
- Timely production of validated data to meet the other requirements of the current funding organisations.
- Provide clear, accurate and regular Management Information reports to inform strategic planning and to assist in operational decision making.



- Advise staff on methods of accessing information and to provide in-house training for staff in the use of MIS systems and other systems as appropriate.
- Responsible for ensuring Key Performance Indicators are regularly monitored and any issues reported to leaders and managers.
- Lead and liaise with internal and external auditors in relation to systems and data audits.
- Review and improve data lead systems and processes to support staff in delivering their roles, including the corporate timetabling system.
- Lead on the production of statistical reports and analysis for presentation to a variety of internal and external bodies.
- Maintain a good knowledge of relevant funding frameworks and methodologies.
- Attend and represent the College at sector-specific groups to maintain sector knowledge and professional awareness of developments surrounding learner information management.
- Performance manage and motivate staff within the MIS team to ensure an efficient and effective service, carry out their appraisals and produce an annual staff development plan.
- Ensure necessary system maintenance and upgrades are planned, communicated and implemented with minimal impact on business operations identifying any relevant training requirements which staff may need to be trained on or notified of the changes.

Professional Practice and Values

- Contribute fully to the mission and values statement of the College Group ensuring its effective implementation in all aspects of College life.
- Take a proactive approach and responsibility for personal professional development, health and safety, and meeting other regulatory compliances (e.g. GDPR, DPA, Safeguarding), thereby enabling safe and professional working practices to be observed at all times.
- Support cross-college activities as required, in particular the key enrolment and invigilation periods.
- Carry out any other relevant and appropriate duties as determined by the needs of the service and as appropriate to the grade.

Person Specification

Personal Attributes, Qualifications and Experience

Essential

- Experience of managing complex and diverse groups of stakeholders and engaging at both a strategic and operational level.
- Experience of analysing business needs and producing solutions.
- Experience of developing/implementing/managing systems to ensure, repeated, accurate reporting of records to external agencies by deadlines.
- Experience of developing effective systems associated with maintaining the integrity, accuracy and completeness of large databases, including student record and course records.
- Experience of validating and overseeing the submission of ILRs.
- Experience of College funding rules and requirements.
- Understanding of retention and achievement methodology for all funding streams.
- Ability to work under pressure and to deadlines.



- A high level of understanding of current relationships between the student record database, the individualised student record and funding agency requirements for data standards and data submission.
- An ability to identify requirements, specify, develop and produce accurate reports upon stored data which inform and support Group functions and strategic planning.
- The ability to respond to changing requirements for data and lead the corresponding development of the technical and administrative operations required to meet those changes.
- An understanding of and the ability to implement the Group's Equal Opportunities Policy and Quality Assurance Policy in the curriculum.
- Effective oral and written communication skills and the ability to produce clear analytical reports.
- Excellent inter-personal skills.
- Commitment to achieving targets and high standards.
- A client-centred approach to business support delivery.
- A flexible attitude to changing demands from clients.

Desirable

- Qualified to degree level in a relevant subject or equivalent.
- Ability to write complex SQL queries to extract information.
- Ability to produce reports in Power BI.
- Extensive experience of the ProSolution and related products.
- Extensive experience of the curriculum planning.



Key Dates and the Recruitment Process



Closing date: **9am on Thursday 26 September 2024**

Interview date: **Wednesday 9 October 2024**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion and Recorded First-Stage Teams Interview

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Suzanne.Thurlow@fea.co.uk, to discuss the role before the closing date. ***Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded.*** Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.

Shortlisting and Invitation to Interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the College for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the College. The College encourages candidates to inform them if they require any reasonable adjustments at any stage of the process.

Safer Recruitment and Due Diligence Checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

Submitting Your Application



Having obtained the full information from <https://www.fea.co.uk/colc-mis/>, discussed the role with Suzanne Thurlow and scheduled your first-stage interview via Teams, you should email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. **Please note, CVs will not be accepted in place of, or in addition to, the application form.**

Email Checklist

Please use the latest version of the application and ED forms found on the job page for this role and not older out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

- 1. An Application Form with all sections completed** including:
 - An explanation of any gaps in your employment in **section 6**.
 - A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included as part of the form in **section 9** and **not** as a separate document. In this section, explain how you believe your knowledge, skills and experience match the criteria as stated in the person specification for this role (detailed in this candidate information pack).
 - Please include 2 referees and their full postal and email addresses and their contact numbers in **section 10**. References are usually sought after the interview process and the College will not contact referees without your prior approval.
 - **Ensure you enter your name/e-signature and date in section 11.**
 - Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – colc-mis - Application.**
- 2. The Equality and Diversity Monitoring Form.**
 - This is a Word format document. Please click **inside** each check box that applies to you.
 - Once you have fully completed the form, please save this as a Word document with your surname, first name and the job reference as the filename i.e. **Surname, First Name – colc-mis - ED.**